

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
EMERGENCY MANAGEMENT PROGRAM SPECIALIST
DURATIONAL

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: **Candidates on a Current Exam Certification List & Transfers**

Location: Division of Emergency Management & Homeland Security (Hazardous Mitigation), Hartford

Job Posting No: 106468

Salary: *\$65,408 - \$84,483 (New hires to state employment start at the minimum salary range).

Closing Date: **Monday, December 30, 2013**

Position End Date: **October 13, 2014** (Position may be extended beyond the end date if needed in conjunction with availability of funds).

This Emergency Management Program Specialist durational position will be assisting with the review and oversight of all critical FEMA Grant Program (HMGP) funding received by the Division of Emergency Management and Homeland Security. Duties: Review applications, and back-up documentation from municipalities, and other eligible applicants; scan and distribute federal HMGP documents to and from FEMA; update database and files with necessary program documentation; assist in the review of applicable federal guidelines to determine applicant eligibility; assist with appeals, extension requests and other correspondence necessary to administer the program; may be required to staff the Emergency Operations Center (EOC) during a partial or full activation due to significant state events.

Eligibility Requirement: **Candidates must have applied for and passed the EMERGENCY MANAGEMENT PROGRAM SPECIALIST exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the EMERGENCY MANAGEMENT PROGRAM SPECIALIST or those who have previously attained permanent status in this class may apply for a lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Special Requirement:

1. Incumbents in this class must possess and retain a valid Motor Vehicle Operator's License.
2. Incumbents in this class may be required to travel.
3. Emergency management drills and actual emergencies may require work outside of normal hours.
4. On-call status may be required.

Character Requirement:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made by the Federal Emergency Management Agency (FEMA) and/or the Connecticut Department of Emergency Services and Public Protection before persons are certified for appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Monday, December 30, 2013, close of business** to:

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer